



Human Resources Department
p: 503-526-2200 f: 503-526-2572

PURCHASING SUPPORT SPECIALIST 2
FINANCE DEPARTMENT

SALARY RANGE: \$17.95 - \$24.06 per hour

CLOSING DATE: December 7, 2015

ABOUT THE JOB:

This position will primarily be responsible for assisting the Purchasing Agent in a variety of functions as well as the Finance Department when needed.

ESSENTIAL FUNCTIONS:

- Assist in monitoring the city's Minority/Women/Emerging Small Business Program;
- Prepare, assemble and route new contracts for signature;
- Obtain required certificates of insurance for contracts;
- Prepare and submit all Bureau of Labor and Industries (BOLI) reports on public improvement projects;
- Maintain the contract database which includes running and distributing reports;
- Tabulate bid results, maintain bid files and bid phone line;
- Prepare and maintain various spreadsheets using Excel and Access;
- Post and maintain purchasing bid website;
- Review and approve requisitions per the city's purchasing code;
- Provide daily mail pickup and delivery services;
- Assist in other Finance operations such as; Accounts Payable, Business Licensing, Utility Billing and Cash Receipting;
- PCI and credit card management tasks;
- Reconcile Library credit card payments to bank and validate deposits from other departments;
- Provide excellent internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY:

Requires a high school diploma or GED and three years of general office experience, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. Preference will be given to candidates who have experience in a municipal purchasing environment.



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HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.